

California Office of Historic Preservation
Section 106 Consultation Submittal Checklist

The list below identifies the information requested by the California Office of Historic Preservation (OHP) in order to review a proposed undertaking under Section 106 of the [National Historic Preservation Act](#) and its implementing regulations at [36 CFR Part 800](#) (a [summary of the regulations](#) is also available).

This is provided as a tool for ensuring your consultation request contains the recommended information. It applies to most standard consultation requests; however, because Section 106 consultation is a dynamic process, the consulting parties may determine that the specific circumstances of an individual undertaking require additional or less information be submitted.

If you are consulting under a Programmatic Agreement or are unsure whether all the items on this checklist apply to your undertaking, contact the OHP at (916) 445-7000 or the [individual reviewer assigned to your agency](#).

For additional guidance regarding the items in the checklist below, see the [Detailed Instructions for Section 106 Consultation Submittals](#) on our website.

Section I: General Information About the Undertaking

- ☐ Identify if submittal is a new undertaking (i.e., you are initiating consultation) or one that has already been submitted to the SHPO (i.e., you are continuing consultation).
- ☐ Indicate under which regulatory process or agreement document you are consulting.
- ☐ Provide the name of the undertaking, street address (if applicable), city, and county.
- ☐ Indicate if the federal agency has begun its review process under the National Environmental Policy Act (NEPA).

Section II: Contact Information

- ☐ Provide the name of the federal agency responsible for the undertaking, and the agency representative's contact information.
- ☐ If you have been delegated responsibility for consultation by a federal agency, provide a letter of delegation from the agency.
- ☐ If applicable, provide the state agency name and information regarding the contact person at that agency.
- ☐ If this consultation request is part of a grant program, include the name of the program.
- ☐ If different from the contact people referenced above, provide information regarding the contact person for this specific consultation request.

Section III: Description of Undertaking and Area of Potential Effects (APE)

- ☐ Provide a detailed, narrative Project Description.
- ☐ Provide a Project Location Map depicting where the undertaking is located within the state.
- ☐ Provide a narrative APE Description. (36 CFR Part 800.4(a)(1))
- ☐ Provide an APE Map on a 7.5-minute USGS topographic quad or another map showing the APE in appropriate detail and scale. More than one map may be advisable.

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Section IIIA: Ground-Disturbing Activity

If the undertaking involves ground-disturbing work:

- ☐ Provide a USGS 7.5 minute quadrangle map, or another map of an appropriate scale, with the location of the ground-disturbing activity clearly marked.
- ☐ Describe, in narrative form, the proposed length, width, and maximum depth of ground-disturbing activity.
- ☐ Describe the current and previous use(s) of the land and any known previous ground disturbances.

Section IV: Identification of Historic Properties

- ☐ Describe the archival research conducted in order to identify historic properties. Attach evidence of having completed a records search at the appropriate Regional Information Center(s) and attach the results of that search. (36 CFR Part 800.4(a)(2))
- ☐ Describe Native American consultation conducted and efforts to identify Native American resources. Attach copies of correspondence to and from tribal groups and the Native American Heritage Commission. (36 CFR Part 800.4(a)(4))
- ☐ Describe consultation conducted with other consulting parties (such as representatives of local governments, project applicants, and additional consulting parties) and the public pursuant to 36 CFR Part 800.2(c)(3-5) and Part 800.2(d). Attach copies of correspondence to and from such agencies, organizations, and individuals. (36 CFR Part 800.4(a)(3))
- ☐ Identify any previously recorded historic properties. (36 CFR Part 800.4(a)(2))
- ☐ Describe the survey work completed to identify historic properties. (36 CFR Part 800.4(b)(1))
 - ☐ For archaeological surveys, provide a map of the APE depicting the areas surveyed, types of coverage (intensive, reconnaissance), and survey methods and strategies.
- ☐ Provide a site location map that depicts the location of all historic properties and isolated finds identified within the APE.
- ☐ Evaluate the potential eligibility of identified resources for listing on the National Register of Historic Places and provide substantive evidence of Determinations of Eligibility (DOEs) for each property evaluated (the DPR 523 form, or an appropriate agency form, may be used to provide this evidence). (36 CFR Part 800.4(c))

Section V: Finding of Effect

- ☐ Based on the above information, identify which ONE of the findings of effect applies to this undertaking: No Historic Properties Affected pursuant to 36 CFR Part 800.4(d)(1); No Adverse Effect pursuant to 36 CFR Part 800.5(b); or, Adverse Effect pursuant to 36 CFR Part 800.5(d)(2).
 - ☐ Provide a justification for the finding of effect.
 - ☐ For findings of Adverse Effect, describe the adverse effects to historic properties pursuant to 36 CFR Part 800.5(a)(1) and examples provided at 36 CFR Part 800.5(a)(2).